

Attachment #3

State Of New Jersey Workforce Investment System Local Planning Instructions

1. Introduction

These instructions are intended to guide New Jersey's Workforce Investment Boards, in partnership with the Chief Elected Official, through a plan development process to create a comprehensive 5-year local plan. The plan must be consistent with the State plan, be the result of a collaborative process and meet all the requirements of Section 118 of the Workforce Investment Act. This plan must also respond to and be consistent with the guidelines for establishing Youth Investment Councils.

The following is the recommended outline for the plan:

2. The Workforce Investment Board

This section describes the local WIB, its composition, and how it functions. This section of the plan should:

- Describe the current composition of the WIB and any expected changes to bring it into compliance with guidelines issued by the SETC.
- Identify what specific steps have been taken to ensure a diverse WIB membership.
- Describe, in detail, the respective functions of the WIB and the Chief Elected Official as contained in the WIB-CEO Agreement.
- Identify WIB committees and describe their purpose and functions.
- Describe the role of each of the One-Stop partners in the plan development process.
- Describe the Youth Investment Council, its composition, and its relationship to the WIB. Identify any Abbott Districts in the WIB area and their role in the process.
- Describe how the general public contributed to the development of the plan.

3. Regional Planning

This section should describe efforts beyond the WIB area's boundary for planning, sharing of information or delivery of service.

- Identify projected growth industries and emerging industries in the WIB area and in surrounding WIB areas, including what information and resources were used to identify the industries. Describe how this industry information will be used for program development.
- Identify the skill needs of these industry changes. Identify the information used to identify the skill needs. Describe how this information on skill needs is being used to

structure service delivery in the WIB area and in coordination with surrounding WIB areas. Be as specific as possible in citing current and future activities.

- Summarize the role of each of the following in the plan development process and in WIB and One-Stop operations: Business Service Representatives, Response Team, Labor Market Field Analysts, Customized Training, Department of Human Services Field Representatives, Community Transportation Coordinators, Economic Development agencies and others as appropriate.

4. Needs of the Business Customer

This section of the plan should describe how planning and service delivery reflect and are consistent with New Jersey's demand-side strategy.

- Describe how the workforce needs of employers will be addressed by the One-Stop system.
- Describe the plans for meeting the identified skill needs. Include a discussion of how core, intensive and training services will be adapted to respond to these needs. Identify any specific examples of where this has already occurred. This may include development of new training programs, business-education partnerships, or other efforts.
- Describe how work-based learning programs (including school-to-career initiatives), customized training grants, on-the-job training and work experience training will be used to support employers' needs and the needs of the workforce.
- Describe how incumbent worker training will be used to support business. This might include post-employment training activities or job retention training services.
- Describe how the One-Stop system will interact with employers to provide post-placement services to individuals.

5. Needs of the Individual Customer

This section must address the projected level of need for services in the local area. In describing services to youth, also refer to the Guidelines for Youth Investment Council.

- What is the anticipated need for One-Stop services? This should be described in terms of core, intensive and training services.
- What are the projected needs for pre-employment/job readiness services, education programs (basic skills, English as a Second Language), occupational training?
- Describe the "special participant populations" in greatest need of services. How will the needs of these individuals be met? Will the One-Stop operator be running specialized training programs to serve these individuals?
- Describe the anticipated need for support services such as transportation, childcare, housing, and healthcare. How will these needs be met? What is the relationship between WIB planning and the local/regional plans for these services?

6. Identification and Assessment of Available Resources

- Identify the resources available from all One-Stop partners. A chart is recommended. The funding source, amount of available resources, and projected service levels should be included.
- For each unmet need identified above, include a strategic plan to resolve the problem.

7. One-Stop System Description

This section should describe the One-Stop system in the WIB area. The following must be included in this part of the plan:

- Provide a brief description of the local One-Stop system established for the area. Describe the comprehensive physical center(s) and any other arrangements such as a network of affiliated sites and specialized centers.
- Describe the process for the selection of One-Stop operator(s), including the competitive process used or the consortium partners.
- Provide a description of how resources of all partners will be pooled.
- Identify the members of the One-Stop, their roles and resources.
- Provide a description of the policy and procedures in place to competitively award grants and contracts for activities and services other than ITAs.
- Describe the role of a continuous improvement process in planning, program development, and staff development.
- Describe the role of the local One-Stop team.
- Describe how the One-Stop system will respond to the anticipated needs of job-seekers and workers in the WIB area. Include all core, intensive and training services. How will the State's flowchart of One-Stop services be adapted in the local area?
- Identify how the One-Stop system will address the unique needs of individuals including welfare recipients, dislocated workers, youth, individuals with disabilities, older workers, non-English speaking individuals, displaced homemakers and others identified as having barriers to employment. What special programs are in place in the area to serve any of these target groups? Are there plans for expansion of these efforts? This should include services available through all One-Stop Partners, including Displaced Homemaker Programs, Youth Corps and Americorps.
- What efforts are being made to provide non-traditional training opportunities for individuals? Have initiatives been undertaken to develop non-traditional training for welfare recipients or other targeted populations?
- Identify the projected levels of education and training services to be provided through the workforce investment system in your area. Describe the levels of service using categories such as: remedial education, English as a Second Language, pre-employment skills training, occupational skills training, post placement training and incumbent worker training. Be certain to include the amount of resources that will be spent on ITAs. Use of a chart may be helpful. How will the area prioritize the use of limited training resources?

- How will youth access the One-Stop system? What additional access points will be available? Are there additional services that you will make available to youth to meet their needs?
- Describe expected performance levels for the One-Stop system.

8. Future Plan

Please provide a five year timeline for the implementation of this plan. Modifications to these plans can be submitted quarterly or when there is an indication of significant change but no less than yearly.

9. WIA Performance Standards

Describe the local levels of performance negotiated with the Governor and Chief Elected Official for WIA funded programs. (Further guidance to be issued)

10. Attachments

The following must be attached to the plan:

- WIB-CEO and WIB One-Stop Memoranda of Understanding (MOUs)
- Certifications

11. Instructions

- The plan must be signed by the Chief Elected Official and the WIB Chairperson.
- Your WIA Local Plan (an original, five copies, and an electronic copy by E-mail or diskette,) is to be submitted to the SETC 5:00 PM on Friday, March 31, 2000.
- Your plan and copies should be submitted to:

Henry Plotkin, Executive Director

New Jersey State Employment and Training Commission

PO Box 940

Trenton, New Jersey 08625